

Panaji, 2nd June, 2014 (Jyaistha 12, 1936)

SERIES I No. 9

OFFICIAL GAZETTE

GOVERNMENT OF GOA

PUBLISHED BY AUTHORITY

EXTRAORDINARY

GOVERNMENT OF GOA

Department of Public Health

Notification

PS(H)/2/NC/2012(Part)

Whereas, the draft rules, namely, the Goa Nursing Council Rules, 2014 which the Government of Goa proposed to make in exercise of the powers conferred by section 42 of the Goa Nursing Council Act, 2012 (Goa Act 23 of 2012) (hereinafter referred to as the "said Act") were pre-published as required by sub-section (1) of section 42 of the said Act, vide Notification No. PS(H)/2/NC/2012(Part) dated 27-03-2014 of the Department of Public Health, in the Official Gazette, Series I No. 1, dated 03-04-2014 (hereinafter referred to as the "said Notification") inviting objections and suggestions from all persons likely to be affected thereby within 15 days from the date of publication of the said Notification in the Official Gazette.

And whereas, the said Official Gazette was made available to the public on 03-04-2014;

And whereas, no objections and suggestions have been received from the public on the said draft Rules by the Government within the stipulated period.

Now, therefore, in exercise of the powers conferred by section 42 of the Goa Nursing Council Act, 2012 (Goa Act 23 of 2012) and all other powers enabling it in this behalf, the Government of Goa hereby makes the following rules, namely:—

CHAPTER I

PART I

Preliminary

1. *Short title and commencement.*— (1) These rules may be called the Goa Nursing Council Rules, 2014.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. *Definitions.*— (1) In these rules, unless the context otherwise requires,—

(a) "Act" means the Goa Nursing Council Act, 2012 (Goa Act 23 of 2012);

(b) "Form" means a form appended to these rules;

(c) "section" means a section of the Act.

(2) The words and expressions used in these rules but not defined shall have the same meanings as are respectively assigned to them in the Act.

PART II

Election of Members of Council

3. *Preparation of electoral rolls.*— (1) For the purpose of electing members under clause (c) sub-section (3) of section 3 of the Act, the Registrar shall prepare the electoral roll of,—

(a) Principals of colleges conferring degree in nursing (b) Faculty conferring degree in nursing (c) Faculty conferring diploma in auxiliary nursing midwifery (d) Members of the Trained Nurses Association of India (Goa Branch) (e) Registered nursing personnel.

(2) The electoral roll shall include the names of all registered nursing personnel.

(3) The electoral roll shall be kept open for inspection in the office of the Council at least thirty days before the last date fixed for receipt of nomination papers under rule 5.

(4) The Registrar shall, at the same time publish a notice in Form I hereto in the Official Gazette and in two local newspapers, having wide circulation in the State, inviting objections or suggestions, if any, with regard to the entries in the electoral roll before a date specified in the notice which shall not be earlier than fifteen days of the publication of such notice. All objections received before the date specified in the notice shall be considered by the Registrar and correction made, if necessary, in the electoral roll.

(5) The Registrar shall convey decisions on objections to the concerned person.

(6) Any person aggrieved by the decision of the Registrar may, within five days, from the date of receipt of the decision, prefer an appeal to the Council.

4. *Returning Officer.*— The Registrar shall normally be the Returning Officer. In the absence of the Registrar, the Deputy Registrar shall be the Returning Officer. However, the Council may appoint an independent Returning Officer.

5. *Fixation of the stages of election.*— (1) The Returning Officer shall fix the date, hour and place for the following stages of the election, namely:—

- (a) receipt of nomination papers;
- (b) scrutiny of nomination papers;
- (c) withdrawal of candidature;
- (d) voting; and
- (e) counting of votes.

(2) The date of the receipt of nomination papers shall be not less than forty days before the date fixed for the election. The date fixed for scrutiny of nomination papers shall be not less than thirty-five days before the date fixed for election. The date fixed for withdrawal of candidature shall be not later than three days after the completion of scrutiny of nomination papers and if that day is a public holiday, the next succeeding day which is not a public holiday.

6. *Notice of election.*— The Returning Officer shall, at least thirty days before the date fixed for the receipt of nomination papers, publish a notice in Form II hereto, in the Official Gazette and in at least two local newspapers having wide circulation in the State of Goa, stating the dates fixed under rule 5 and calling upon the electors to elect new members.

7. *Nomination of candidates.*— (1) Every person whose name appears in the electoral roll prepared under rule 3 (hereinafter referred to as “the elector” in this part), shall be qualified for election under this Part.

(2) Candidates qualified for election shall be proposed and seconded by qualified electors.

(3) The nomination papers shall be in Form III and the forms shall be made available to every candidate on request.

(4) Candidates are permitted to offer their candidature for election to the Returning Officer in one category only.

(5) Every nomination paper duly completed and signed by the proposer and the seconder and subscribed by the candidate himself as assenting to the nomination should reach the Returning Officer on or before the date and the time fixed under rule 5 for receipt of nomination papers. Nomination papers received after the date and time so fixed shall be rejected.

(6) The Returning Officer shall, immediately on receipt of a nomination paper, record thereon the date and the time of its receipt by him.

8. *Scrutiny of nomination papers.*— On the date and the time fixed for scrutiny of nomination papers, the candidate and one proposer and seconder of each candidate may attend at the time and place so fixed and the Returning Officer shall give them all reasonable facilities to examine the nomination papers which have been received within the time fixed for their receipt under rule 5.

9. *Disposal of objections.*— The Returning Officer shall examine the nomination papers and shall decide all objections which may be made before him to any nomination and may, either on such objections or on his own motion, after such summary enquiry, if any, as he thinks necessary, refuse any nomination for any of the following reasons, namely:—

(a) that the candidate or his proposer or his seconder is not an elector;

(b) that there has been a failure to comply with any of the provisions of the Act and/or with any of the Rules made thereunder relating to elections to the Council;

(c) that the signature of the candidate or his proposer or his seconder is not genuine or has been obtained by fraud, coercion or undue influence;

(d) that the candidate is disqualified or is not qualified under the Act and/or these rules for election.

10. *Completion of scrutiny.*— (1) The scrutiny shall be completed on the day fixed in this behalf and no adjournment of scrutiny shall be allowed.

(2) The Returning Officer shall, on the same day, endorse on each nomination paper, his decision as to whether the nomination paper has been accepted or rejected and in case the nomination paper is rejected, he shall record, the reasons for such rejection.

11. *Withdrawal of candidature.*— Any candidate may withdraw his candidature within three days of completion of scrutiny of nomination papers by a notice in writing signed by him and delivered by post or hand to the Returning Officer.

12. *List of contesting candidates.*— (1) On completion of the scrutiny of the nomination papers and after the expiry of the period within which a candidate may withdraw his candidature, the Returning Officer shall forthwith under his signature display on the notice board the names and addresses of the contesting candidates.

(2) In the event of there being no contesting candidates in any of the categories, the Government shall nominate such person who is qualified to be elected to fill up the vacancy from each category.

13. *Procedure of uncontested elections.*— After the display of the list of contesting candidates, if the number of contesting candidates does not exceed the number of vacancies to be filled in, the Returning Officer shall forthwith declare such candidate to be duly elected, to fill such vacancies without any votes being taken and report the names of such candidates to the Government.

14. *Contested election.*— When there are more contesting candidates than the existing vacancies, the voting shall be held at such place; time and date as may be fixed under rule 5.

15. *Printing of ballot papers.*— The Returning Officer shall arrange for the printing of ballot papers in Form IV with the names of the contesting candidates entered therein in alphabetical order.

16. *Election/Voting.*— (1) The election shall be held by secret ballot.

(2) At the day fixed under rule 5, the electors shall present themselves at the venue alongwith any one photo identity card in original, namely, PAN card with photograph/ /Adhaar card /passport/EPIC/driving license/ /any other identity card/document with elector's photo issued by department/office where the elector is employed/pass book issued by public sector banks.

(3) The elector shall satisfy the Returning Officer of his identity and the Returning officer shall mark the name of the elector in one copy of the electoral roll and issue him a ballot paper.

17. *Recording of votes by electors.*— (1) On receipt of the ballot paper, the elector shall record his vote by putting cross in column (3) of the ballot paper against the name of candidate to whom he wishes to give his vote. The elector shall have as many votes as there are vacancies and can give only one vote to each candidate. The elector shall not reveal his identity on the ballot paper by signing or by any other means.

(2) After recording his vote, the elector shall put the ballot paper in the ballot box.

18. *Scrutiny and counting of votes.*— (1) The scrutiny and counting of votes shall be undertaken by the Returning Officer on the day of election.

(2) A candidate and not more than one representative, duly authorized by him, may remain present at the time of counting of votes.

(3) The whole ballot paper shall be treated as invalid,—

(a) if the cross mark is placed opposite the names of more candidates than the number of seats to be filled;

(b) if the elector has put his signature on the ballot paper or has made any other mark thereon which may reveal his identity;

(c) if the cross mark is so placed as to make it doubtful to which of the candidates, the elector has given his vote.

(4) If any elector gives more than one vote to any candidate, only one of such votes shall be considered to be valid, provided that the ballot paper is otherwise not invalid.

19. *Declaration of result of election.*— (1) When the counting of votes is completed, the Returning Officer shall forthwith declare the candidate to whom the largest number of votes has been given, to be elected. If there are an equal number of votes in favour of each of two or more candidates for one vacancy, the selection shall be determined by the Returning Officer by a draw of lots.

(2) The Returning Officer shall also inform each successful candidate by letter of his having been elected to the Council and report to the Government the date of declaration of the election, and the result thereof.

20. *Custody of election material.*— Immediately after the counting of the votes and after the results of the election has been declared by him, the Returning Officer shall seal the ballot papers, the marked copy of the electoral roll, the ballot papers and all other documents relating to the election and shall retain the same with himself in safe custody for a period of six months and thereafter cause them to be destroyed.

21. *Filling of casual vacancy.*— If there is a vacancy of member elected under clause (c) of sub-section (3) of section 3 of the Act, the Registrar shall, subject to the provisions contained in sub-section (1) of section 5 of the Act, take steps to fill it up as soon as possible by election in accordance with these rules.

PART III

22. *Election of President and Vice-President.*— (1) The President and/or the Vice-President shall be elected by members of the Council.

(2) The members desirous of contesting for the post of President and/or the Vice-President shall submit their request in writing to the Returning Officer.

(3) The election to the post of President and Vice-President shall be by secret ballot.

(4) After the election and the counting of votes, the Returning Officer shall declare the candidate to whom the largest number of votes has been given, to be elected to the post of President and/or Vice-President, as the case may be. If there are an equal number of votes in favour of each of two or more candidates for one vacancy, the selection shall be determined by the Returning Officer by a draw of lots.

(5) As soon as possible after the President or Vice-President, as the case may be, ceases to hold office either because of the expiry of the term of office or for any other reason whatsoever, the Council shall proceed to elect the successor President or Vice-President from amongst the members.

(6) The Returning Officer shall report to the Government the date of declaration of such election, and the result thereof.

PART IV

23. *Time limit for referring election disputes.*— The time limit for referring any dispute referred to in sub-section (7) of section 3 of the Act to the Government shall be, in the case of elected members, thirty days from the date of declaration of the result of election, and in the case of election of the President or Vice-President, thirty days from the date of their election.

CHAPTER II

PART I

Conduct of Business of the Council

24. *Calling of Council meetings.*— (1) The Council shall ordinarily meet for the transaction of business in the months of April, August and November every year, but the President may, whenever he thinks fit or upon a written requisition of not less than 1/3rd members, call an extraordinary meeting, on a date not later than 15 days after the receipt of such requisition.

(2) The exact date, hour and place of such meetings shall be decided by the President.

25. *Notice for calling Council meeting.*— (1) All members of the Council shall be given thirty clear days notice of an ordinary meeting and ten clear days notice of an extraordinary meeting either by post or by electronic mail or by short messaging service. Every notice shall also be displayed on the notice board at the Office of the Council. Such notice shall specify the date, time and place of the meeting and state whether the meeting is for general business or for any special business. If the meeting is for special business, the nature of such business shall also be mentioned in the notice.

(2) The Registrar shall send to all members a copy of the agenda, and explanatory notes thereon, ten clear days before the date fixed for an ordinary meeting.

26. *Motions to be included in agenda for Council meeting.*— (1) Any member may send a motion to be included in the agenda for an ordinary meeting so as to reach the Registrar twenty clear days before the date fixed for the meeting:

Provided that the President may, for reasons to be recorded in writing, accept any motion received, after the expiry of the aforesaid period.

(2) The Registrar shall take the orders of the President for inclusion of such motion in the agenda and where any motion, is disallowed, the reasons for doing so shall also be communicated to the member who sent the motion.

27. *Attendance at Council meeting.*— At each meeting an attendance register shall be placed in the meeting room and every member present shall sign against his name in the register.

28. *Business to be transacted at Council meeting.*— At an ordinary or extraordinary meeting, no business or proposition other than that specified in the agenda shall be taken up:

Provided that the presiding authority may permit any business or proposition to be discussed which is of an urgent nature and which could not reasonably be entered in the notice in an ordinary meeting but not in extraordinary meeting.

29. *Minutes of Council meeting.*— (1) The minutes of the proceedings of each meeting of the Council shall include the names of the members and if any member present at the meeting so desires, the names of the members voting respectively for or against any motion, shall also be included in such minutes. These sheets shall be signed by the President at the next meeting after the minutes are confirmed, and shall, at all reasonable times, be open for inspection by any member of the Council.

(2) The copies of such minutes shall be supplied to every member of the Council by the Registrar within thirty days from the date of the meeting through electronic mail and also by registered A.D. post.

(3) If any objection/s regarding the correctness of the minutes is received within a period of seven days from the date of receipt of such minutes by members, such objection/s together with such minutes shall be put before the next meeting of the Council for confirmation. At this meeting no question shall be raised except as to the correctness of such minutes:

Provided that if no objection is received within such period of seven days, such minutes may, if expedient, be confirmed at the next meeting.

(4) The minutes of the proceedings of each meeting of the Council shall after confirmation, be kept in sheets consecutively paged for insertion in a file and shall be permanently preserved.

(5) Such minutes shall be signed by the presiding authority at the next meeting after the minutes are confirmed, and shall, at all reasonable times, be open for inspection by any member of the Council.

30. *Circulation of written proposition.*— Whenever it appears necessary to the President, he may, instead of convening a meeting, circulate a written proposition with the reasons for such proposition for the observation and votes of the members of the Council.

31. *Fees for attending Council meetings.*— Every member of the Council (including the President and Vice-President) who is not a Government employee shall be paid a fee of Rs. 500/- (Rupees five hundred only) for attending a meeting of the Council.

32. *Travelling allowance for attending Council meetings.*— The members of the Council (including the President and Vice-President) shall be paid travelling allowance and daily allowance (T.A./D.A.) for attending the meetings of the Council as follows:—

(i) Members who are Government employees may draw the travelling and daily allowance which they may be entitled to claim for travelling on official duties according to their grades under the service rules as admissible to a Government employee.

(ii) Members who are not Government employees may be paid such allowances as may be specified by the Government by a notification in the Official Gazette.

Part II

Executive Committee

33. *Composition of Executive Committee.*— The Executive Committee shall consist of the President (ex-officio), and four members elected by the Council from amongst its members.

34. *Term of office of members of the Executive Committee.*— The members of the Executive Committee except President shall hold office for one year from the date of their election.

35. *Disability to continue as member of Executive Committee.*— A member shall cease to be a member of the Executive Committee:—

(a) if he ceases to be a member of the Council; or

(b) if he remains absent from two consecutive meetings of the Executive Committee without the leave of absence of the Executive Committee.

36. *Resignation of member of Executive Committee.*— A member of the Executive Committee may resign at any time by a notice in writing to the President. Such resignation shall take effect from the date on which it is accepted by the President.

37. *Casual vacancies of Executive Committee.*— (1) The Council shall, as soon as there is a casual vacancy in the office of a member of the Executive Committee, fill it up by electing a member from amongst its members:

Provided that, any such vacancy occurring within two months prior to the expiry of the term of the member, shall not be filled.

(2) A member elected under sub-rule (1) shall hold office so long as the member in whose place he is elected would have held it, if the vacancy had not occurred.

38. *Calling of Executive Committee meeting.*— The Executive Committee shall ordinarily meet once every two months on such date as may be fixed by the President. The President may, whenever he thinks fit or upon a written requisition of not less than three members and on a date not later than seven days after the receipt of such request, call an extraordinary meeting.

39. *Notice of Executive Committee meeting.*— All members of the Executive Committee shall be given seven clear days notice of an ordinary meeting and three clear days notice in the case of an extraordinary meeting by post or short messaging service or electronic mail. Such notice shall specify the place, date and time of the meeting and state whether the meeting is a general meeting or a special meeting and the business to be transacted thereat.

40. *Presiding authority at Executive Committee meetings.*— The President, when present, shall preside at every meeting of the Executive Committee. If, at any meeting, the President is absent, the members present shall nominate the presiding authority from amongst themselves.

41. *Attendance at Executive Committee meetings.*— At each meeting, an attendance register shall be placed in the meeting room and every member present shall sign against his name in the register.

42. *Business to be transacted at Executive Committee meeting.*— At any ordinary meeting and in case of extraordinary meeting no business other than that specified in the notice calling such meetings shall be transacted:

Provided that the presiding authority may permit any business to be discussed which is of urgent nature and which could not reasonably be entered in the notice.

43. *Adjournment of Executive Committee meeting.*— (1) Three members including the

President shall form a quorum. If there is no quorum present, the presiding authority shall adjourn the meeting for half an hour on the day. Thereafter, the meeting shall be held and the business which required to be disposed of shall be transacted irrespective of the quorum.

(2) Any special or ordinary meeting may, with the consent of a majority of members present, be adjourned from time to time but only the business left undisposed at the meeting from which the adjournment took place shall be transacted at the adjourned meeting.

44. Decision at Executive Committee meeting.— (1) All resolutions at the Executive Committee meeting shall be decided by a majority of votes of the members present and voting.

(2) The presiding authority shall have and exercise second or casting vote in case of equality of votes.

45. Minutes of Executive Committee meeting.— (1) The minutes of the proceedings of the Executive Committee shall include the names of the members and if any member present at the meeting so desires, the names of the members voting respectively for or against any motion, shall also be included in such minutes.

(2) The copies of such minutes shall be supplied to every member of the Executive Committee by the Registrar within fifteen days from the date of the meeting through electronic mail and also by registered A.D. post.

(3) If any objection/s regarding the correctness of the minutes is received within a period of seven days from the date of receipt of such minutes by members, such objection/s together with such minutes shall be put before the next meeting of the Executive Committee for confirmation. At this meeting no question shall be raised except as to the correctness of such minutes:

Provided that if no objection is received within such period of seven days, such minutes may, if expedient, be confirmed at the next meeting.

(4) The minutes of the proceedings of each meeting of the Executive Committee shall after confirmation, be kept in sheets consecutively pagged for insertion in a file and shall be permanently preserved.

(5) Such minutes shall be signed by the presiding authority at the next meeting after the minutes are confirmed, and shall, at all reasonable times, be open for inspection by any member of the Executive Committee.

46. Fees for attending an Executive Committee meeting.— Every member of the Executive Committee (including the President) other than Government officials shall be paid a fee of Rs. 500/- (Rupees five hundred only) for attending a meeting of the Executive Committee.

47. Travelling allowance for attending Executive Committee meetings.— The members of the Executive Committee (including the President) shall be paid travelling allowance and daily allowance (T.A./D.A.) for attending the meetings of the Executive Committee as follows:—

(i) Members who are Government employees may draw the travelling and daily allowance which they are entitled to claim for travelling on official duties according to their grades under the service rules as admissible to the Government employees.

(ii) Members who are not Government employees may be paid such allowances as may be specified by the Government by a notification in the Official Gazette.

PART III

Examination Board

48. Qualification of Chairman.— The Chairman of the Examination Board shall be a

person who possesses a postgraduate degree in Nursing and who has at least three years teaching experience in a recognized nursing institution.

49. *Term of office of Examination Board.*— The members of the Examination Board shall hold office for a period of three years from the date of their nomination.

50. *Disability to continue as member of Examination Board.*— A member shall cease to be a member of the Examination Board,—

(a) if he ceases to be a member of the Council; or

(b) if he remains absent from two consecutive meetings of the Examination Board without the leave of absence from the Examination Board.

51. *Resignation of member of Examination Board.*— (1) A member of the Examination Board may resign at any time by a notice in writing to the Chairman of the Examination Board. Such resignation shall take effect from the date on which it is accepted by the Chairman of the Examination Board.

(2) The Chairman of the Examination Board may resign at any time by a notice in writing to the President of the Council. Such resignation shall take effect from the date on which it is accepted by the President of the Council.

52. *Casual vacancies of Examination Board.*— (1) The Examination Board shall, as soon as there is a casual vacancy in the Examination Board, fill it up by nominating a member from amongst members of the Council or from amongst prominent academicians, as the case may be:

Provided that any such vacancy occurring within two months prior to the expiry of the term of the member, shall not be filled.

(2) A member nominated under sub-rule (1) shall hold office so long as the member in

whose place he is nominated would have held it, if the vacancy had not occurred.

53. *Calling of Examination Board meeting.*— The Examination Board shall ordinarily meet, once in every two months, on such date and time as may be fixed by the Chairman. The Chairman may whenever he thinks fit or upon a written requisition of not less than three members and on a date not later than seven days after the receipt of such request, call an extraordinary meeting.

54. *Notice of Examination Board meeting.*— All members of the Examination Board shall be given seven clear days notice either by post or short messaging service or electronic mail of an ordinary meeting and three clear days notice in the case of an extraordinary meeting. Such notice shall specify the place, date and time of the meeting and state whether the meeting is a general meeting or an extraordinary meeting and the business to be transacted thereat.

55. *Presiding authority at the Examination Board meeting.*— The Chairman of the Examination Board, when present, shall preside at every meeting of the Examination Board. If, at any meeting, the Chairman of the Examination Board is absent, then the members present shall nominate the presiding authority from amongst themselves.

56. *Attendance at Examination Board meeting.*— (1) At each meeting, an attendance register shall be placed in the meeting room and every member present shall sign against his name in the register.

(2) Three members including the Chairman of the Examination Board shall form a quorum.

57. *Business to be transacted at Examination Board meeting.*— At any ordinary meeting and in case of extraordinary meeting, no business other than that specified in the notice calling such meeting shall be transacted:

Provided that the presiding authority may permit any business to be discussed which is

of urgent nature and which could not reasonably be entered in the notice.

58. Adjournment of Examination Board meeting.— (1) If there is no quorum present, the presiding authority shall adjourn the meeting for half an hour on the day. Thereafter the meeting shall be held and the business required to be disposed of, shall be transacted irrespective of the quorum.

(2) Any extraordinary or ordinary meeting may, with the consent of a majority of members present, be adjourned from time to time but only the business left undisposed at the meeting from which the adjournment took place shall be transacted at the adjourned meeting.

59. Decision at Examination Board meeting.— (1) All resolutions arrived at the Examination Board meeting shall be decided by a majority of votes of the members present and voting.

(2) The presiding authority shall have and exercise second or casting vote in case of equality of votes.

60. Minutes of Examination Board meeting.— (1) The minutes of the proceedings of each meeting of the Examination Board shall include the names of the members and if any member present at the meeting so desires, the names of the members voting respectively for or against any motion shall also be included in such minutes.

(2) The copies of such minutes shall be supplied to every member of the Examination Board within fifteen days from the date of the meeting through electronic mail and also by a registered A.D. post.

(3) If any objection/s regarding the correctness of the minutes is received within seven days from the date of receipt of such minutes by the members, such objection/s together with such minutes shall be put before the next meeting of the Examination Board for

confirmation. At this meeting no question shall be raised except as to the correctness of such minutes:

Provided that if no objection is received within such period of seven days, such minutes may, if expedient, be confirmed at the next meeting.

(4) The minutes of the proceedings of each meeting of the Examination Board shall after confirmation, be kept in sheets consecutively pagged for insertion in a file and shall be permanently preserved.

(5) Such minutes shall be signed by the presiding authority at the next meeting after the minutes are confirmed, and shall, at all reasonable times, be open for inspection by any member of the Examination Board.

61. Fees for attending Examination Board meetings.— Every member of the Examination Board (including the Chairman of the Examination Board) other than Government employees shall be paid a fee of Rs. 500/- (Rupees five hundred only) for attending a meeting of the Examination Board.

62. Travelling allowance for attending Examination Board meetings.— The members of the Examination Board (including the Chairman of the Examination Board) shall be paid travelling allowance and daily allowance (T.A./D.A.) for attending the meetings of the Examination Board as follows:—

(i) Members who are Government employees shall draw the travelling and daily allowance which they are entitled to claim for travelling on official duties according to their grades under the service rules as admissible to the Government employees.

(ii) Members who are not Government employees may be paid such allowances as may be specified by the Government by a notification in the Official Gazette.

PART IV

Conditions of service of Registrar and other staff and Duties of Registrar

63. *Registrar.*— (1) The post of Registrar and Deputy Registrar shall be permanent. Any person on his first appointment to a clear vacancy to the post of Registrar or Deputy Registrar, shall be on probation for two years.

(2) The Registrar and Deputy Registrar shall draw pay in the scale of Junior Grade Officer of Goa Civil Service and shall draw dearness allowance at the rate admissible to the Government employees drawing an equivalent pay.

(3) The appointments of the Registrar and the Deputy Registrar shall be from amongst the persons having a postgraduate degree in nursing from a recognized institution.

64. *Other employees of the Council.*— (1) No officer or employees of the Council shall, without the previous permission of the Council, engage himself in any work unconnected with the work of the Council.

(2) Any person on his first appointment to a clear vacancy in the Office of the Council, shall be on probation for two years.

65. *Attendance.*— (1) The Registrar, Deputy Registrar and other employees of the Council shall attend office at the hours as notified by the Government for Government offices and at other times when considered necessary.

(2) The Registrar and the Deputy Registrar shall not absent himself from duties without permission of the Council. The other employees of the Council shall not remain absent from their duties without the permission of the Registrar.

66. *Leave.*— (1) Leave cannot be claimed as a matter of right.

(2) Every employee of the Council (including the Registrar, Deputy Registrar and

temporary employees) may be granted leave according to the provisions of the relevant rules as applicable to Government employees as in force in the State of Goa.

(3) The competent authority shall have discretion to refuse or cancel leave of any description to the concerned staff.

(4) The Registrar shall grant leave to the staff of the Council under him.

67. *Retirement.*— The normal age of retirement for all employees including the Registrar and the Deputy Registrar shall be 60 years:

Provided that the Council may, with the previous sanction of the Government, grant extension of service to any employee for periods not exceeding one year at a time.

68. *Resignation.*— (1) The Registrar may resign his office by giving three months notice in writing to that effect to the President and such resignation shall take effect from the date of acceptance of such resignation by the Council. If he resigns his office without giving any notice as aforesaid, he shall be liable to pay three months' salary in lieu of such notice.

(2) Any other employee of the Council may resign his office by giving one month notice in writing to that effect to the President if he is temporary, and three months notice if he is permanent, and such resignation shall take effect from the date on which it is accepted by the Council. In case of failure to give the notice as aforesaid the employee shall be liable to pay salary as payable thereof in lieu of notice period.

69. *Termination of services.*— (1) The Council may suspend any such employee pending a full fledged enquiry. During the period of suspension, such employee may be paid subsistence allowance according to the provisions of the relevant rules as applicable to Government employees of that rank as in force in the State of Goa.

(2) The Council may terminate the services of any employee other than the Registrar and the Deputy Registrar, after due enquiry and giving such employee fair opportunity to explain as to why his services should not be terminated. The Council may also impose any other minor penalty on any employee other than the Registrar and Deputy Registrar, after giving such employee a show cause notice:

Provided that, it shall be lawful for the Council to terminate the services of its employee who is appointed on a purely temporary basis and who has given an undertaking that his services are liable to be terminated at any time without notice and without assigning any reason.

(3) The Council may, with the previous sanction of the Government, suspend, dismiss or remove any person appointed as Registrar, Deputy Registrar or impose any other penalty on them.

70. *Duties of Registrar.*— (1) The Registrar shall have general control over the management of the office. All the other employees shall be directly under the Registrar, who shall assign to them their duties.

(2) The Registrar, as the Secretary of the Council, shall conduct and have charge of the correspondence of the Council and shall issue all requisite notices in the manner required under these rules.

71. *Maintenance of account and other registers.*— The Registrar shall maintain the following books, documents and registers:—

(I) Relating to Accounts:

- (a) Cash Book;
- (b) Receipt Books;
- (c) Register for grants;
- (d) Voucher files;
- (e) Postage accounts;

(II) Relating to Administration:

- (a) Attendance register;
- (b) Inward and Outward ledger;
- (c) Register of leave accounts;
- (d) Service books;

(III) Stock registers:

- (a) Dead stock register;
- (b) Consumable registers;
- (c) Stock register of all certificates printed and issued;

(IV) Other registers required for the functioning of the Council.

72. *Opening of bank account.*— An account shall be opened in the State Bank of India, or in any Nationalized bank in the name of the Council and all monies of the Council shall be deposited in the bank, subject to the provisions of rule 74. The account shall be opened and operated jointly by the Registrar and the President /or any member of the Council nominated by the Council.

73. *Manner of paying fees.*— The fees to be paid to the Council shall be remitted by Demand Draft.

74. *Receipt of Money.*— The Registrar shall receive all monies payable to the Council. He shall not retain in his hands any sum exceeding Rs. 5,000/- (Rupees five thousand only) the balance amount shall be deposited in the bank to the credit of the Council.

75. *Annual Statement of Income and Expenditure.*— The Registrar shall, in the month of July in each year, prepare a statement of the income and expenditure of the preceding financial year, and draw the attention of the Council to such matters as seen deserving of notice.

76. *Annual Accounts and Audit.*— The annual accounts shall be made up by the Registrar under the direction of the Council and shall be audited as soon as possible after the closure of each financial year.

77. *Estimates of Revenue and Expenditure.*— (1) In the month of February of every

year, an estimate of the revenue and of the expenditure of the Council for the next financial year, shall be prepared and placed before the Council.

(2) Such estimate shall make provision for the fulfillment of the liabilities of the Council and for effectively carrying out its objectives. It shall include on its revenue side, besides all revenue ordinarily anticipated, all fees received from registration, examination and all other sources.

(3) The Council shall consider the estimate so estimated and shall sanction the same without modifications or subject to such modifications as it may deem fit.

78. Supplementary estimates.— The Council may at any time during the year for which any estimate has been sanctioned, cause a supplementary estimate to be prepared and submitted to it. Every such supplementary estimate shall be considered and sanctioned by the Council in the same manner as if it were an original annual estimate. No expenditure shall be incurred by the Council which is not duly provided for in the budget or in a supplementary budget estimate.

79. Scrutiny of claims.— A bill or other voucher presented as a claim for money shall be received and examined by the Registrar. If the claim is for a sum not exceeding Rs. 5000/- (Rupees five thousand only) and the bill is in order, he shall pay it. If the claim is for a sum exceeding Rs. 5000/- (Rupees Five Thousand only) the payment shall be made after the claim is sanctioned by the Council.

80. Accounting of all sums received or spent.— The Registrar shall immediately bring into account in the cash book all monies received or spent by the Council.

81. Application of Service Rules.— Save as otherwise expressly provided in these rules, the provisions of the relevant service rules as applicable to the Government employees, shall be applicable to the employees of the Council.

CHAPTER III

PART I

Registration

82. Form of the Register for Permanent Registration.— (1) The Registrar shall maintain a Register in Form V hereto.

(2) The register shall be divided into following parts, namely:-

(a) Part I shall contain the names and details of nurses.

(b) Part II shall contain names and details of Auxiliary Nurse Midwives/ /Multipurpose Health Workers and Health Visitors.

83. Application for registration.— (1) The Registrar shall issue a notice in Form VI in the Official Gazette and in two newspapers having wide circulation in the State calling upon nursing personnel to apply for entry of their names in the register before a date specified in the notice which shall not be earlier than fifteen days from the publication of such notice.

(2) An application for registration shall be made in Form VII accompanied by fee as specified in rule 109.

(3) The application forms for registration shall be scrutinized by a committee/team consisting of a minimum of two council members and the Registrar. The Committee shall be headed by the Registrar.

(4) The names of registered and enlisted nursing personnel shall be displayed on the notice board of the Council.

84. Certificate of permanent registration.— (1) The Certificate of permanent registration shall be in Form VIII hereto.

(2) The renewal of permanent registration shall be in Form IX hereto.

85. *Provisional/Temporary registration.*— (1) Any person not being a citizen of India who is employed as a nurse, midwife, auxiliary nurse-midwife, teacher or administrator in any hospital or institution situated in the State for purposes of teaching, research, or charitable work desires to be registered temporarily in the Register, shall apply to the Registrar in Form X accompanied by fee as specified in rule 109.

(2) The certificate of temporary registration shall be in Form XI and shall be printed on paper of a colour different from the paper on which the certificate of registration under rule 83 is printed.

(3) The Register for keeping record of temporary registration shall be in Form XII hereto.

86. *List.*— (1) The Registrar shall prepare and maintain a separate list in Form XIII of persons practicing as nursing personnel, but not entitled to have their names entered in the register under section 17.

PART II

Appeals

87. *Appeals.*— (1) Any person aggrieved by any decision of the Registrar and/or Executive Committee may, within a period of one month from the date on which the decision is communicated to him, may prefer an appeal to the Council.

(2) The appeal shall be addressed to the President and shall state the grounds for the appeal and shall be accompanied by all relevant documents in original which shall be returned along with the decision communicated under these rules.

(3) The President may call for any additional particulars that may be required after going through the appeal, and the original papers on which the Registrar/Executive Committee has given its decision.

(4) The appeal shall be placed before the next ordinary meeting of the Council. The Council shall, after giving a hearing to the appellant and the Registrar/Executive Committee, take a decision which shall be communicated to the appellant by registered post.

88. *Form of application for carrying on a nursing establishment.*— (1) Any person who desires to carry on any nursing establishment shall apply to the licensing authority for a license in Form No. XIV accompanied by fee as specified in rule 109.

(2) The terms and conditions for grant of the license shall be approved by the Council.

(3) The license for carrying on a Nursing Establishment shall be in Form XV hereto.

89. *Form of notice and particulars to be included.*— The notice to the licensing authority which is required to be given under section 32 shall be in Form XVI hereto.

CHAPTER IV

Inquires

90. *Complaints against registered/enlisted nursing personnel.*— (1) The Council may, *suo-motu* or on any complaint made to it in that behalf, hold an inquiry in respect of misconduct of any registered or enlisted nursing personnel.

(2) Any complaint or information received in the Office of the Council about the misconduct of any nursing personnel shall be first submitted by the Registrar to the President.

(3) No complaint shall be entertained unless it is in writing, addressed to the Council and signed by the person making it and shall state the grounds of complaint, and shall be accompanied by declarations as to the facts of the case.

(4) Every declaration shall state the description and true place of abode of the

declarant and where a fact stated in a declaration is not within his personal knowledge, the source of the information, and grounds for the belief of the declarant in its truth shall be accurately and fully stated. Any declaration or part thereof, which is made in contravention of this rule shall not be accepted as evidence.

(5) All anonymous complaints may be disregarded, by the President, unless he finds it essential to process the same in the larger interest of the profession.

(6) If the President has reason to believe that the complaint is pseudonymous, he may call upon the complainant to furnish further particulars, for ascertaining if the complaint is genuine.

91. *Procedure for submission of complaint to the Council.*— (1) Subject to the provisions of rules hereunder, the President may, on going through the complaint and all papers submitted by the complainant, instruct the Registrar to direct nursing personnel by means of a registered letter to provide an explanation, he may have to offer.

(2) All the documents pertaining to the complaint, including any explanation forwarded by the nursing personnel, shall then be referred to the Council along with the remarks of the President, if any.

92. *Power of Council to refer complaint to Disciplinary Committee.*— The Council shall, after consideration of the complaint, record its opinion and if required may refer it to the Disciplinary Committee.

(2) The Council may take such legal advice by consulting an assessor referred to in sub-section (9) of section 24 of the Act.

93. *Cases in which Council may direct an inquiry.*— (1) In all cases for the purpose of taking action as stated in clause (a) or (b) of sub-section (1) of section 24 of the Act, the Council shall direct the Disciplinary Committee to hold an inquiry:

Provided that, such inquiry shall not be necessary in cases where the nursing personnel has been convicted for misconduct as stated under clause (a), (b) and (c) of the explanation to sub-section (1) of section 24 of the Act. In such cases, the Registrar shall place before the Council a copy of the Court's judgment and the Council shall thereupon decide on the punishment to be imposed under section 24 of the Act.

94. *Composition of Disciplinary Committee.*— (1) The Council shall nominate three persons from the Council to the Disciplinary Committee. Based on the complaint to be investigated the Council may, if it deems fit, nominate also an another member of the Council to serve as an adhoc member on the Disciplinary Committee during the inquiry proceedings in a particular case.

The Disciplinary Committee shall be chaired by the senior-most Council member. The Council may appoint an assessor to advise it in any inquiry.

95. *Powers, duties and functions of Disciplinary Committee.*— (1) The Disciplinary Committee shall inquire into the alleged misconduct by the nursing personnel on the basis of a complaint referred to it by the Council.

(2) The Disciplinary Committee shall—

(a) exonerate the nursing personnel of the charges leveled against him if the explanation offered by him is considered satisfactory; or

(b) direct punishment to be given in accordance with clause (a) or (b) of sub-section (1) of section 24 of the Act.

(3) The Disciplinary Committee shall inform the Council of the action required to be taken after inquiry into alleged misconduct has been conducted.

(4) The decision of the Council shall be final.

96. *Remuneration for attending Disciplinary Committee proceedings.*— (1) Every member of the Disciplinary Committee (including the Chairman of the Disciplinary Committee) other than Government employees shall be paid a fee of Rs. 500/- (Rupees five hundred only) for attending inquiry proceedings.

(2) An assessor, if appointed to advise in any enquiry he shall be paid remuneration as decided by the Council for attending inquiry proceedings.

97. *Travelling allowance for attending Disciplinary Committee proceedings.*— (1) The members of the Disciplinary Committee (including the Chairman of the Disciplinary Committee) shall be paid travelling expenses and daily allowance (T.A./D.A.) for attending Disciplinary Committee proceedings.

(2) Members who are Government employees may draw the travelling and daily allowance which they are entitled to claim for travelling on official duties according to their grades under the service rules. Members who are not Government employees may be paid such allowance as may be specified by the Government by a notification in the Official Gazette.

98. *Notice of charges levied on nursing personnel.*— (1) The Chairman of the Disciplinary Committee shall, through the Registrar, cause to be served on the nursing personnel a notice in Form XVII hereto subject to such variation as the circumstances of the case may require.

(2) The notice shall be sent at least 3 weeks before the date of enquiry and it shall:—

(a) specify the nature and particulars of the charges drawn, clearly and precisely;

(b) call upon the nursing personnel to put in the written statement of his defense within a period of not less than 15 days or such other period not exceeding 60 days, as may be permitted by the Disciplinary Committee;

(c) inform him of the date on which the Council intends to deal with the case; and

(d) instruct him of the date on which he needs to present himself to the Disciplinary Committee for the hearing.

(3) The notice shall be accompanied by a statement of allegations on which each charge is based. The relevant facts, the inferences which they lead to and the circumstances supporting such inferences shall be clearly mentioned along with any other circumstances proposed to be considered while passing orders on the case.

99. *Reply to notice.*— The nursing personnel shall, within the time specified in the notice or such extended period as may be permitted by the Chairman of the Disciplinary Committee, put in a written statement of his defense and state whether he desires to be heard in person by the Disciplinary Committee.

100. *Disciplinary Committee members and complainant, if any, to be supplied with copies of all documents, etc.*— (1) Alongwith the notice and statement of allegations, the nursing personnel shall be supplied with copies of the relevant documents, if any (including any document provided by the complainant, or any other document that shall be produced as proof during the hearing, or any other evidence in support of or in answer to the charges specified in the notice of inquiry).

(2) Copies of any other documents or statements required by the nursing personnel to prepare his defense may also be supplied to him on request or he may be allowed to take copies.

(3) The nursing personnel and the complainant may, on request in writing, obtain copies of any explanation, statement or other document.

(4) Copies of all material and documents including the written statement of defense, if

any, which is placed before the Council as evidence in regard to the case, shall be supplied by the Registrar to all members of the Disciplinary Committee before the hearing of the case commences.

101. *Legal assistance at inquiry.*— There may be in all such inquiries be an assessor, appointed under clause (c) of sub-section (9) of section 24 of the Act.

102. *Procedure of inquiry.*— (1) Whether a complainant appears personally or through his legal practitioner, the following procedure shall be followed, namely:—

(a) The Registrar will read to the Disciplinary Committee the notice of inquiry addressed to the nursing personnel;

(b) The complainant will then be invited to state his case by himself or through his Advocate and to produce his evidence in support of it at the conclusion of the evidence of the complainant; his case will be closed;

(c) The nursing personnel will then be invited to state his case by himself or by his Advocate and to produce evidence in support of his case. He may address the Disciplinary Committee either before or at the conclusion of his evidence but only once;

(d) At the conclusion of the nursing personnel's case the Disciplinary Committee shall, if he has produced evidence, hear the complainant in reply on the case generally, but will hear no further evidence except in any special case in which the Committee may think it right to receive such further evidence. If the nursing personnel produces no evidence, the complainant will not be heard in reply except by special leave of the Committee;

(e) Where a witness is produced by any party before the Disciplinary Committee he will be first examined by the party

producing him, next be cross-examined by the opposite party and then be re-examined by the party producing him. The Disciplinary Committee reserves to itself the right to decline to admit in evidence any declaration where the declarant is not present or declines to submit to cross-examination;

(f) The Chairman and the Assessor, if any, appointed under the Act, may question the complainant and to the nursing personnel including any of their witnesses; and members of the Disciplinary Committee, through the Chairman, may likewise put questions to them.

(2) When there is no complainant or no complainant appears, the following procedure shall be followed, namely:—

(a) The Registrar shall read to the Disciplinary Committee the notice of inquiry addressed to the nursing personnel, will state the facts of the case and produce before the Disciplinary Committee the evidence by which it is supported in the presence of the nursing personnel.

(b) The nursing personnel shall then be invited to state his case by himself or by his advocate and to produce his evidence in support of it. He may address the Disciplinary Committee either before or at the conclusion of his evidence, but only once.

103. *Record of proceedings at inquiries.*— The Chairman of the Disciplinary Committee, shall record proceedings at the inquiry held under these Rules including the evidence of each witness. He shall subscribe his signature each day on the record of the proceedings. He shall hand over the same to the Registrar at the conclusion of each proceeding. It shall be the duty of the Registrar to safeguard the same.

104. *Power of Disciplinary Committee to give further opportunity to nursing personnel to make statement.*— (1) Notwithstanding

anything contained in these Rules, after completion of the inquiry, the nursing personnel may be given a further opportunity of making any oral or written statement. Copies of such evidence as are required by the nursing personnel for making such statement shall be supplied to him.

105. *Decision of Disciplinary Committee and implementation of decision.*— (1) As soon as the hearing of the case is over and the nursing personnel has made his oral or written statement, if any, the Disciplinary Committee shall deliberate thereon in private.

(2) At the conclusion of the deliberation, the Chairman of the Disciplinary Committee shall forward the decision to the Council for its records. The Chairman of the Disciplinary Committee shall pronounce its decision at the earliest.

(3) If it is not possible to declare the decision immediately, the Chairman of the Disciplinary Committee shall direct the Registrar to inform the complainant and the nursing personnel of the decision of the Council by a registered letter and to implement the decision, within fifteen days.

106. *Re-entry of name of nursing personnel in register/list.*— (1) Every application for re-entry of name in the register shall be in Form XVIII hereto and shall specify the grounds on which the application is made.

(2) The President shall cause such inquiries to be made as he deems fit in respect of the application and place it before the Council at its next meeting for decision.

(3) The decision of the Council shall be communicated to the applicant, and if the Council agrees to re-enter the name in the register/list, a fee as decided by the Council shall be paid by the nursing personnel before his name is entered in the register/list by the Registrar.

CHAPTER V

Miscellaneous

107. *Form of record and particulars to be included.*— (1) Every three years the Registrar shall print and publish a correct list of all nursing personnel entered on the register in Form XIX.

(2) Every year as of 31st December, the Registrar shall print and publish an addendum and/or corrigendum to the list published under sub-rule (1) as specified in sub-section (2) of section 25 of the Act.

108. *Manner of publication of list.*— (1) A printed copy of the list shall be published by the Registrar by exhibiting it on the board of his office.

(2) The printed copy of the list shall be published in the Official Gazette.

(3) The printed copies of the list shall be distributed to such officers, institutions and other organizations as the Council may from time to time direct.

(4) Printed copies may also be kept for sale to the public on request.

109. *Charging of fees.*— Following fees shall be charged.

Sr. No.	Purpose	Amount in Rs.
(i)	For recording change in registration details	100/-
(ii)	For issue of duplicate certificate of registration.	400/-
(iii)	For issue of a certified copy of an entry in the register.	100/-
(iv)	Permanent Registration	200/-
(v)	Provisional/Temporary Registration	300/-
(vi)	Renewal of Registration	100/-
(vii)	Re-entering name in the register	300/-
(viii)	Late renewal for every lapsed renewal period	350/-
(ix)	Every appeal.	500/-
(x)	Inspection of nursing establishments and issue of license for nursing establishment	1000/-
(xi)	Copies of prints of publications, list etc.	2/- per page

By order and in the name of the Governor of Goa,

D. G. Sardesai. Addl. Secretary (Health).
Panaji, 2nd June, 2014.

FORM I

[See rule 3(4)]

Goa Nursing Council

Notice of Publication of Electoral Rolls

1. Notice is hereby given that the electoral roll for election of members of the Goa Nursing Council in the following categories: (a) Principals of colleges conferring degree in nursing; (b) Faculty conferring degree in nursing; (c) Faculty conferring diploma in auxiliary nursing midwifery; (d) Members of the Trained Nurses Association of India (Goa Branch); and (e) Registered nurses, has been prepared in accordance with the Goa Nursing Council Rules, 2014 and copies of the roll will be available for inspection and/or sale at the office of the Council at the address of the Council.

2. (a) Every claim for inclusion of a name in the roll; or

(b) Every objection to—

(i) the inclusion of any other person's name in the roll;

(ii) any particulars in any entry in the roll shall be addressed to the Registrar and shall be presented to him at the address referred to below so as to reach him on or before the day of 20...

.....
Registrar,
Goa Nursing Council.

Dated the day of 20

FORM II

(See rule 6)

Notice of Election to the Goa Nursing Council

Notice is hereby given pursuant to the provisions of the Goa Nursing Council Rules, 2014 that:—

(1) an election is to be held of members of the Goa Nursing Council to be elected by the various categories of registered nursing personnel namely: (a) Principals of colleges conferring degree in nursing; (b) Faculty conferring degree in nursing; (c) Faculty conferring diploma in auxiliary nursing midwifery; (d) Members of the Trained Nurses Association of India (Goa Branch); and (e) Registered nurses;

(2) nominations of registered nursing personnel eligible to fill the seat/seats are invited;

(3) forms of nomination paper may be obtained from the Registrar on application;

(4) complete nomination papers may be sent to the Returning Officer on or before (hours) on day, (date, month, year) at (place).

(5) nomination papers will be taken up for scrutiny at (hours) on day, (date, month, year) at (place).

(6) candidature may be withdrawn by a notice in writing signed by the candidate and delivered to the Returning Officer to reach him on or before (hours) on day, (date, month, year) at (place).

(7) objections, if any, are to reach the Returning Officer on or before (hours) on day, (date, month, year) at (place).

(8) the list of contesting candidates shall be displayed on the notice board in the office of the Council at (hours) on day, (date, month, year) at (place).

(9) in the event of the election being contested:

(a) the elections will be held at (hours) on day, (date, month, year) at (place).

(b) the votes will be taken up for scrutiny and counting at (hours) on day, (date, month, year) at (place).

Date:

Address: Returning Officer.

** Strike off the alternative not required.*

FORM III

[See rule 7(3)]

Form of Nomination Paper

Election to the Goa Nursing Council

(To be filled in by the candidate)

I hereby offer my candidature for the election to the Goa Nursing Council in the *

(category). I further declare that I shall work towards the interest of the Goa Nursing Council if elected and actively participate in its functioning.

Date

..... (Name of the candidate)
..... (Designation of the candidate)
..... (Official address)
..... (Signature of candidate)

(To be filled in by the Proposer)

I hereby nominate as a candidate for the forthcoming election to the Goa Nursing Council.

- (1) Full name of candidate
(2) Full postal address of the candidate
(3) Serial number of candidate in the electoral roll
(4) Full name of proposer
(5) Full postal address of proposer
(6) Serial number of proposer in the electoral roll

Date
.....
Signature of Proposer
.....
(Name of the Proposer)

**mention the category from which you wish to stand for elections.*

(To be filled in by the Secunder)

I second the above nomination—

- (1) Full name of secunder
(2) Full postal address of secunder
(3) Serial number of secunder in the electoral roll

Date
.....
(Name of the Secunder)

.....
Signature of Secunder

(To be filled in by the Returning Officer)

Serial No. of nomination paper

This nomination paper was delivered to me at
(hour) on (date).

Date

.....
Returning Officer

Decision of Returning Officer accepting or rejecting the Nomination Paper.

I have examined this nomination paper in accordance with the provisions of the Goa Nursing Council Rules, 2014, and decided that the nomination is **

Date
Signature of the
Returning Officer

*** The Returning Officer is required to enter in his hand whether the nomination paper is accepted or rejected.*

FORM IV

(See rule 15)

Goa Nursing Council
Ballot Paper

Instructions to Voter

(1) Record each vote by putting only one cross in column (3) against the name of the candidate for whom you wish to vote.

(2) Your vote is secret. You must not put your signature on the ballot paper or make any other mark on it which will reveal your identity.

(1) Serial number of ballot paper

(2) Category

Serial No.	Name of Candidate	Vote
(1)	(2)	(3)

FORM V

[See rule 82 (2)(a)]

Goa Nursing Council

PART-I-Register of Nurses

Sr. No.	Registration Number and date (dd/mm/yy) of registration	Full name	Mother's Name/ /Wife's Name	Father's / /Husband's Name	Permanent Address	Date and Place of Birth	Change in Name (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Qualifications at each level:	University/Examining Body:	Date of obtaining qualifications and total duration of program	Institution and country (if out of India)/State/area from where qualifications are obtained
(a) qualifying	(a) qualifying		
(b) professional	(b) professional		
(c) other additional qualifications	(c) other additional qualifications		
(9)	(10)	(11)	(12)

Date of renewal of registration	Date of removal of name from register	Date of re-entry in register (if subsequently reinstated)	Cross reference if name entered in other registers	Warnings, merit certificate, awards etc.	Remarks including INC Equivalence details, if applicable
(13)	(14)	(15)	(16)	(17)	(18)

Goa Nursing Council

PART-II-Register of

Auxiliary Nurse Midwives/Multipurpose Health Worker/Health Visitors

Sr. No.	Registration Number and date (dd/mm/yy) of registration	Full name	Mother's Name/Wife's Name	Father's / /Husband's Name	Permanent Address	Date and Place of Birth	Change in Name (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Qualifications at each level:	University/Examining : Body	Date of obtaining qualifications and total duration of program	Institution and country (if out of India)/State/ /area from where qualifications are obtained
(a) qualifying	(a) qualifying		
(b) professional	(b) professional		
(c) other additional qualifications	(c) other additional qualifications		
(9)	(10)	(11)	(12)

Date of renewal of registration	Date of removal of name from register	Date of re-entry in register (if subsequently reinstated)	Cross reference if name entered in other registers	Warnings, merit certificate, awards etc.	Remarks including INC Equivalence details, if applicable
(13)	(14)	(15)	(16)	(17)	(18)

FORM VI

[See rule 83(1)]

Goa Nursing Council

Notice for Registration

Notice is hereby given to all nursing personnel practicing in the State of Goa to register with the Goa Nursing Council under section 17 of the Goa Nursing Council Act, 2012 in the prescribed form along with the relevant documents and the prescribed fees.

The application duly filled in and signed should reach the office of the Registrar within thirty days of publication of this notice.

The names of the registered nursing personnel will be available for scrutiny in the office of the Registrar.

Registrar,

Goa Nursing Council.

*

Date:

*Here enter full address of the Registrar.

By order and in the name of the Governor of Goa.

FORM VII

[See rule 83(2)]

Goa Nursing Council

Application for Registration

To,
The Registrar,
Goa Nursing Council,
.....

Madam/Sir,

I request you to register my name and other particulars as stated below, under section 17 of the Goa Nursing Council Act, 2012 and further to provide me the certificate of registration:—

NAME IN FULL (as per nursing certificate)

MOTHER'S/WIFE'S NAME

FATHER'S/HUSBAND'S NAME

PERMANENT ADDRESS
.....

MAIDEN NAME AND SURNAME IN CASE OF A MARRIED WOMAN (BEGINNING WITH SURNAME)
.....

PLACE OF BIRTH DATE OF BIRTH

I have obtained qualifications details of which are as given below:

Nomenclature of Degree/ Diploma/Certificate obtained at each level:	University/Examining Body with complete address	Date of obtaining qualification and total duration of nursing program	Institution from where nursing qualifications obtained
(a) qualifying	(a) qualifying		
(b) professional	(b) professional		
(c) other additional qualifi- cations	(c) other additional qualifications		

I am a member of Trained Nurses Association of India (TNAI) having registration No.

I am/was registered with the State Nursing Council and with National Nursing Council
of (enter name of the country) the details of which are as given below:

Registered as	Name of Licensing Body with complete address	Registration No. and date when obtained	Remarks

I forward herewith original certificates alongwith their self-attested photocopies (one of each):—

(1) (a) *Birth Certificate/*Matriculation Certificate/*SSC Exam. Certificate/*School Leaving Certificate.

(b) The *Passing/*Degree/*Diploma/*Certificates
..... *other evidence in support of my
having obtained the qualification which I possess, in original.

(c) 2 Passport size photographs.

(d) Evidence of Registration with any other State Council.

(e) Evidence of registration with Trained Nurses Association of India (TNAI).

(2) Demand Draft in favour of the Registrar, Goa Nursing Council as registration fee is enclosed.

(3) I am applying for registration for the first time and I was not registered as a nurse/midwife/auxiliary nurse midwife/health visitor under any law in India before this date. OR (3) I was/have been registered as a nurse/midwife/auxiliary nurse midwife/health visitor under the (state the Act or Law) in the year and my registration number is/was

(4) I have carefully read the instructions on this form and I certify that the particulars furnished above are true to the best of my knowledge and belief.

Place:

Date:

Yours faithfully,

.....
(Usual Signature)

INSTRUCTIONS

- (1) All particulars in the application shall be filled by the applicant.
- (2) All particulars should be in neat legible hand in capital letter.
- (3) The registration fee is to be paid by Demand Draft.
- (4) Names on the application form should exactly correspond with the names of the applicants at the University/or other examination.
- (5) All copies of certificates and other evidence, if any, to be enclosed.

..... Specimen of Applicant's Signature as will be on the Registration Certificate

Present Address:

*Tick the applicable alternative.

Hours of Payment: 9.30 a.m. to 1 p.m. & 2 p.m. to 4 p.m. on all working days from Monday to Friday.

Registration fee—By Demand Draft in favour of the Registrar, Goa Nursing Council.

FORM VIII

[See rule 84(1)]

Goa Nursing Council

Certificate of Registration

Registration No.

This is to certify that the withinsigned

(Space for photograph with Goa Nursing Council stamp).

Shri/Shrimati/Kumari* (full name)

possessing the qualification of has been

duly registered under the Goa Nursing Council Act, 2012 (Goa Act 23 of 2012) in Register No.
..... as a Registered

In witness whereof are herewith affixed the seal of the Goa Nursing Council and the signature of the Registrar.

Dated the

Registrar

Seal of the Goa Nursing Council

1. Renewal of registration, change of name and change of address is the responsibility of the holder of this Certificate.
2. This Registration Certificate is issued on the basis of previous Registration Certificate of _____ State Nursing Council.
3. Addition/Alteration/Attestation of this Certificate will result in its cancellation.

FORM IX

[See rule 84 (2)]

Goa Nursing Council

Renewal Letter

Letter No.

Address of the Council

Date:

To,
Name of the Nursing Personnel,
Address of the Nursing Personnel.

Sub.: Renewal of Registration.

Madam/Sir,

Please be informed that your name in the Register as is renewed and is continued on the register maintained under the Goa Nursing Council Act, 2012 till

Yours faithfully,

Registrar,
Goa Nursing Council
.....

FORM X

[See Rule 85(1)]

Goa Nursing Council

**Form of Application for Provisional/Temporary Registration
Under section 22 of the Goa Nursing Council Act, 2012**

To,
The Registrar,
Goa Nursing Council,
.....

Madam/Sir,

I request you to register my name and other particulars as given below, under section 22 of the Goa Nursing Council, Act 2012 and further to provide me the certificate of temporary registration till the period as I intend to practice as a in the
..... Hospital/institution located at

NAME IN FULL

PERMANENT ADDRESS

.....

CURRENT CONTACT ADDRESS

.....

NATIONALITY:

PLACE OF BIRTH..... DATE OF BIRTH

I have obtained qualifications the details of which are as given below:—

Qualification or Examination passed:

Name of the University/Licensing Body:

Institution from which appeared for the examination:

Date of passing the examination/or obtaining the qualification:

I am registered with the State Nursing Council and with National Nursing Council of (enter name of the country) the details of which are as given below:—

Nomenclature on Registration Certificate	Name of Licensing Body with complete address	Registration No. and date when obtained	Remarks

(1) I forward herewith original certificates along with their photocopies:—

(a) Birth Certificate/ certificate in support of my date and nationality.

(b) The *Passing/*Degree/*Diploma/*Certificates
..... *other evidence in support of my
having obtained the qualification which I possess, in original.

(c) 2 Passport size photographs .

(d) Evidence of Registration with the State Council and/or the National Nursing Council of (enter name of the country).

(e) Recommendation of the Equivalence Committee of the Indian Nursing Council.

(2) Demand Draft in favour of the Registrar, Goa Nursing Council as registration fee is enclosed.

(3) * I am applying for registration for the first time and I was not registered as a nurse/midwife/auxiliary nurse midwife/health visitor in India before the date of this application.

(4) *I was/have been registered as a nurse/midwife/auxiliary nurse midwife/health visitor under the (state the Act or Law) in the year and my registration number is/was

(5) I have carefully read the instructions sent with this form and I certify that the particulars furnished above are true to the best of my knowledge and belief.

Place:

Yours faithfully,

Date:

.....
(Usual Signature)

INSTRUCTIONS

- (1) All particulars in the application shall be filled by the applicant.
- (2) All particulars should be in neat legible hand in CAPITAL letters.
- (3) The registration fee is to be paid by Demand Draft.
- (4) Names on the application form should exactly correspond with the name of the applicant on the documents provided.
- (5) All copies of certificates and other evidence, if any, to be enclosed.

_____ *Specimen of Applicant's Signature as will be on the Registration Certificate*

_____ *Present Address:*

_____ **Tick the applicable alternative.*

Hours of Payment: 9.30 a.m. to 1 p.m. & 2 p.m. to 4 p.m. on all working days from Monday to Friday.

Registration fee—By Demand Draft in favour of the Registrar, Goa Nursing Council.

FORM XI

[See rule 85(2)]

Goa Nursing Council

Certificate of Temporary Registration

Registration No.

This is to certify that *I not being a citizen of India but having a certificate/diploma/degree in of the University/Examination Board of **Country with registration number dated has been given temporary registration under the Goa Nursing Council Act, 2012. This certificate entitles the holder to practice as a at the hospital/institution*** to which he/she is attached till ****. She/he is not entitled to practice nursing at any place other than the hospital or institution to which he/she is attached.

Equivalence of the applicant's qualification has been obtained from the Indian Nursing Council vide their notification *****

In witness whereof are herewith affixed the seal of the Goa Nursing Council and the signature of the Registrar.

Subject to the provision of the said Act, this certificate is valid upto the day of

SEAL OF THE COUNCIL

Dated the 20...

.....
Registrar,
Goa Nursing Council

- * Insert the name of the person.
 ** Insert the name of the country.
 *** Insert the name of the hospital/institution.
 **** Insert the date of validity of certificate.
 ***** Insert the Indian Nursing Council notification/order/letter number and date.

COLOUR OF CERTIFICATE OF TEMPORARY REGISTRATION SHOULD BE DIFFERENT FROM THAT OF PERMANENT REGISTRATION.

FORM XII

[See rule 85(3)]

Goa Nursing Council

REGISTER

Form of Register of Nursing Personnel with Temporary Registration

Sr. No.	Registration Number and date (dd/mm/yy)	Valid upto	Full name as per the passing certificate	Permanent Address	Current Contact Address	Date and Place of Birth	Institution where he seeks to work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Nomenclature of Degree/ /Diploma/Certificate obtained at each level: (a) qualifying (b) professional (c) other additional qualifications		University/Examining Body with complete address if out of India of: (a) qualifying (b) professional (c) other additional qualification		Date of obtaining nursing qualifications and total duration of program		Institution and country/ /state/area from where nursing qualifications are obtained	
(9)		(10)		(11)		(12)	
Registered as	Name of Licensing Body with complete address	Registration No. and date when obtained	Indian Nursing Council Qualification Equivalence details		Remarks		
(13)	(14)	(15)	(16)		(17)		

FORM XIII

[See rule 86(1)]

Goa Nursing Council

Form of Record of Persons practicing as nursing personnel but not registered as of(month and year)

Serial No.	Name	Basic nursing qualification	Remarks
(1)	(2)	(3)	(4)

FORM XIV

[See rule 88(1)]

Goa Nursing Council

Application to obtain License to Establish a Nursing Establishment

To,
The Licensing Authority,
.....

Subject: Issue of License to Establish a Nursing Establishment.

Madam/Sir,

I wish to obtain a license to establish a nursing establishment. The detailed proposal is enclosed:

Full name:

Age:

Profession:

Current Contact Address:

The nursing establishment will be registered as:

Located at:

Yours faithfully,

.....

(Signature of the Applicant)

Date

INSTRUCTIONS

- (1) All particulars should be in neat legible hand in CAPITAL letters.
- (2) The fee should be paid by Demand Draft in favour of the Registrar, Goa Nursing Council.
- (3) All photocopies are to be attested (both self and by a Gazetted Officer).

Office Hours: 9.30 a.m. to 1 p.m. & 2 p.m. to 4 p.m. on all working days from Monday to Friday.

FORM XV

[See rule No. 88(3)]

Goa Nursing Council

License to carry on a Nursing Establishment

License No.

This is to certify that the withinsigned

(Space for photograph with Goa Nursing Council stamp).

Shri/Shrimati/Kumari* (full name)

is licensed to carry on the (name of
the nursing establishment) and provide the services as nursing personnel. The license is valid till
.....In witness whereof are herewith affixed the seal of the Goa Nursing Council and the signature of
the Licensing Authority.

Dated the

Seal of the Goa Nursing Council
Licensing Authority

1. Renewal of license, change of name and change of address is the responsibility of the holder of this license.
2. This license is issued on the basis of previous License No.
3. Addition/alteration/attestation of this License will result in its cancellation.

FORM XVI

(See rule 89)

Goa Nursing Council

NOTICE

Nursing Personnel Registered with Nursing EstablishmentsTo,
The Licensing Authority,
.....*Subject:* Notice of intention to continue to practice.

Madam/Sir,

I am registered/listed with the Goa Nursing Council and my details are given below:

Full name: Qualification details.

As, I am registered with (enter name of the nursing establishment) I hereby inform you of my intention to continue to practice and to be registered with the (enter name of the nursing establishment) as (designation). Further, I undertake to inform you of any change in my registration with the said nursing establishment.

I have enclosed the following documents:—

I. As evidence of being registered/being listed.

(a)

II. As evidence of qualifications.

(a)

Yours faithfully,

.....
(Signature of the Applicant)

Date:

Place:

INSTRUCTIONS

(1) All particulars should be in neat legible hand in CAPITAL letters.

(2) Names on the application form should exactly correspond with the names of the registration/enlistment certificate.

(3) All photocopies are to be self attested.

Office Hours: 9.30 a.m. to 1 p.m. & 2 p.m. to 4 p.m. on all working days from Monday to Friday.

FORM XVII

[See rule 98(1)]

Goa Nursing Council

NOTICE OF INQUIRY

FOR CHARGES LEVIED AGAINST NURSING PERSONNEL

(1) On behalf of the Goa Nursing Council, I the Registrar, hereby give you notice that on an examination of the materials available, it is found that *prima facie* case exists for holding an inquiry into your conduct in the matters hereafter mentioned and do hereby charge you as under:—

(Here mention specific charges)

(2) A statement of allegations and a statement of evidence are appended.

(3) You are called upon to put in your written statement of defence along with such documents as you intend to reply to in your defence in answer to the above charges within..... days from the date hereof and to state at the same time whether you desire to be heard in person by the Council.

(4) If you desire to examine any witnesses in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your statement or to furnish the names and addresses of your witnesses within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish any witnesses.

(5) You are further called upon to state why the above charges or any of them if held proved, should not be considered as good and sufficient ground for imposing upon you any of the penalties specified in sub-section (1) of section 24 of the Goa Nursing Council Act, 2012.

(6) A copy of section 24 of the Goa Nursing Council Act, 2012 together with extract of rules relating to inquiry procedure under the Goa Nursing Council Rules, 2014 is enclosed for your ready reference. Your attention is particularly invited to Rule 100. You may, if you so desire, apply for copies of the relevant documents.

Date

.....
Registrar,
Goa Nursing Council.

FORM XVIII

[See rule 106(1)]

Goa Nursing Council

Application for Re-entering name in the Register/List

To,
The Registrar,
Goa Nursing Council,
.....

Madam/Sir,

I, the undersigned (i) holding the qualification (ii) apply for re-entry of my name in the Register.

(2) By the order dated (iii) the Goa Nursing Council, directed my name to be removed from the Register on a complaint made by (iv) The misconduct for which the Council directed the removal of my name was (v)

(3) Since the removal of my name from the Register/List, I have been residing at (vi)

(4) It is my desire that my name be re-entered in the Register/List.

(5) The grounds of application are (vii):

- (a)
- (b)
- (c)

(6) I forward herewith:

- (a) The degree/diploma (viii) along with the latest renewal slip/letter..

.....
Signature of the Nursing Personnel

-
- (i) Insert full name.
 - (ii) Insert qualifications.
 - (iii) Insert date.
 - (iv) Insert name and address of complainant, if any.
 - (v) Insert charge on which name was removed.
 - (vi) Insert current address.
 - (vii) All facts and grounds on which the application is made should be clearly and concisely stated.
 - (viii) Insert the nomenclature of the degree/diploma certificate.

FORM XIX

[See rule 107(1)]

Goa Nursing Council

**(A) List of Nurses who are registered as Nursing Personnel
as of(month and year)**

Serial No.	Name of the Nurse	Basic nursing Qualification at time of Initial Registration	Registration No.	Date of registration
(1)	(2)	(3)	(4)	(5)

Goa Nursing Council

**(B) List of ANM, MPHW and Health Visitors who are registered as Nursing Personnel
as of(month and year)**

Serial No.	Name of the ANM/MPHW/Health Visitor	Registration No.	Date of registration
(1)	(2)	(3)	(4)

www.goaprintingpress.gov.in

Printed and Published by the Director, Printing & Stationery,
Government Printing Press,
Mahatma Gandhi Road, Panaji-Goa 403 001.

PRICE – Rs. 33.00

PRINTED AT THE GOVERNMENT PRINTING PRESS, PANAJI-GOA — 81/350 — 6/2014.